COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction contains the procedures that will be used for base level plans management under AFMAN 10-401, Vol. I, II, *Operation Plan and Concept Plan Development and Implementation.* This guide outlines the responsibilities and procedures for base level plan development and unit plan management on Malmstrom AFB. This guide will be used by all personnel involved with the development and maintenance of any Operational, Concept, Implementation, or Programming plan on Malmstrom AFB. Maintain and dispose of all records created by processes prescribed in this publication IAW AFMAN 37-139, *Records Disposition Schedule.*

1. Background. USAF operation planning is an integral part of the Air Force at all echelons. The base level plans program supports two areas: Higher headquarters plans or publications and local contingencies. Both of these areas require support from many base agencies that must function collectively for the wing to properly respond to any contingency. It is this situation that necessitates the development of a plan and a plans program. This plan has been developed to dispel some of the mystery surrounding OPLANS and OPORDs and will take you through development, format, coordination, and annual review requirements.

2. Responsibilities:

2.1. Installation Commander. Designate the Wing Plans Office (341 SW/XP) as the functional manager for all OPLANS and OPORDs developed on Malmstrom. The Chief, Wing Plans will authenticate all plans (by signing the plan Transmittal Letter) developed on Malmstrom AFB unless specifically prohibited by higher headquarter directives.

2.2. Wing Plans Office:

2.2.1. Establish a Base Support Planning Committee (BSPC) comprised of plan representatives from functional areas and tenant units on Malmstrom AFB with contingency support requirements.

2.2.2. Coordinate on, administratively control, and review all plans initiated by Malmstrom AFB agencies.

2.2.3. Designate an office of primary responsibility (OPR) for each base plan or plan annex based on functional responsibility. Normally, the base OPR will be aligned with the HQ AFSPC OPR.

2.2.4. Assign plan numbers for locally developed plans.

2.2.5. Review all MAFB plans before publication and submission for approval.

2.2.6. Ensure the functional representative properly coordinates all plans.

2.2.7. Publish a current MAFB Plans index semi-annually.

2.2.8. Notify the Unit Plans Representative at 90, 60, and 30-day intervals prior to the plan annual review date.

2.2.9. Provide guidance to the functional representative for proper distribution of all plans to tasked organizations and higher headquarters.

2.2.10. Brief newly appointed plans functional representatives.

2.2.11. Conduct briefings to key personnel when required.

2.2.12. Monitor, suspense, and document required actions when notified by a unit plans representative that a higher headquarters instruction, manual or plan, change, or new requirement to develop a base plan is received.

2.2.13. Initiate reviews by the functional representative as required. Plans will normally be reviewed on an annual basis as a minimum, during the anniversary month of the plan. Other reviews will be made as required by the prescribing directive or plan.

2.3. Base Support Planning Committee (BSPC). Integrates the efforts of all base-level planning activities. The BSPC will comply with AFI 10-404, Base Support Planning, in addition to following:

2.3.1. The BSPC will meet at least semi-annually or as directed by the Chief, Wing Plans. Each Unit Plans Representative will attend all committee meetings.

2.3.2. The Chief, Wing Plans will chair the BSPC.

2.3.3. The OPR for each base level plan will provide the following information at each committee meeting.

2.3.3.1. A short synopsis of the plan.

2.3.3.2. The impact of the plan to other base organizations.

2.3.3.3. Any problems encountered or anticipated concerning the plan.

2.3.3.4. The status of the plan.

2.4. Unit Commander. Designate a Unit Plans Representative to the 341 SW/XP. Personnel appointed must have at least a SECRET security clearance, should be an officer or NCO (or civilian equivalent) familiar with the activity operations and capability, and will serve as the functional area plans representative on the BSPC. The appointment letter must include Name, Rank, Duty Phone, email address, organizational address. Commanders should ensure security clearance is valid before signing the appointment letter.

2.5. Unit Plans Representative:

2.5.1. Notify 341 SW/XP when a higher headquarters instruction, manual, or plan change or requirement to develop a base plan is received.

2.5.2. Develop plans, annexes, appendices, etc., for which their agency is designated OPR. Agencies developing OPLANS must use the format guidance outlined in AFMAN 10-401 unless their plan has specific format requirements outlined in an Air Force Instruction.

2.5.2.1. Print a draft plan to be used for coordination. Classified plans will be prepared on authorized word processing equipment to ensure security of the material.

2.5.2.2. Coordinate the basic plan draft and appropriate annexes with tasked organizations and 341 SW/XP.

2.5.2.3. When necessary, consolidate recommended changes to the basic plan, attach annexes, and coordinate a revised draft of the entire plan with all affected organizations and 341 SW/XP.

2.5.2.4. Conduct meetings to review and discuss recommended changes or areas of disagreement, if appropriate. If an impasse occurs, elevate to 341 SW/XP.

2.5.2.5. Complete an AF Form 1768, Staff Summary Sheet, showing proper routing/coordination with wing/base officials. Attach the form and all coordination with tasked organizations to the master copy of the proposed plan and forward to 341 SW/XP.

2.5.2.6. Be responsible for the overall classification of a plan document. Guidance for security markings for classified plans can be found in AFI 31-401.

2.5.3. Be responsible for publication and distribution of plans/changes for which they are the OPR.

2.5.4. Annually review plans under which the unit is tasked. Reviews will be documented on the Record of Review page in the plan. The annual review will include checking the plan against the current plans listing. All tasked organizations will coordinate on the annual review for concurrence/recommended changes to the plan. The annual review will include checking the plan against the current plans listing. If a plan is determined no longer applicable, or if a new plan or change to an existing plan is determined to be necessary to execute unit taskings, notify the 341 SW/XP.

2.5.5. Ensure unit review of draft plans coordinated by other units. Attach recommended changes/corrections to the coordination package. Forward coordination package to the plan OPR.

2.5.6. Brief key personnel on plans that affect their specific functional area within the unit. Give additional briefings as required to cover new plans or changes.

2.5.7. Ensure adequate written procedures and/or checklists are developed to implement plans under which the unit is tasked.

2.5.8. Make necessary changes to Battle Staff checklists and tailor as desired through OPR of the checklist.

2.5.9. Notify the 341 SW/XP when changes to the MAFB Plans Index occur.

3. Terms: Throughout this guide, OPLANS and OPORDs will be collectively referred to as "OPLAN. If a topic applies to OPLANS or OPORDs alone, it will be identified.

3.1. OPlan: A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions and permits subordinate commanders to prepare supporting plans and orders. This plan may be put into effect at a prescribed time.

3.2. OpOrd: A directive, usually formal, issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.

3.3. Revision: The complete rewrite of an existing OPLAN. As a general rule, an OPLAN will be revised if changes encompass more than 40% of the OPLAN.

3.4. Change: A portion of the OPLAN changes but does not require a revision. A change is usually accomplished when less than 40% of the affected OPLAN will be changed.

3.5. Annex: Describes the concept of support for each agency producing the annex (i.e. Resource Management, Intelligence, Operations, etc.). The mode format for an annex is mandatory unless otherwise specified. If an annex is not used, all attachments applicable to the annex will not be used. In addition, only those annexes actually used will be listed on the last page of the basic plan. Annexes not used will not be identified in the table of contents.

3.6. Appendix: Subordinate to the annex, an appendix outlines information to detailed to be provided in the annex. Normally, an appendix is devoted to a major category of information. These are listed in the table of contents, as well as the last page of the annex they supplement.

3.7. Tab: Subordinate to the appendix; organizes and clarifies information contained in the appendix. These are listed in the table of contents, as well as the last page of the appendix they supplement.

3.8. Exhibit: This is a further subdivision of a tab. Exhibits enable planners to organize greater levels of detail. These are only listed on the last page of the tab, which they supplement. **DO NOT LIST EXHIBITS IN THE TABLE OF CONTENTS**. It is permissible to add an annex to outline information not covered in the basic annexes. Additional annexes will be sequentially identified, beginning with a letter. The letters "I" and "O" will not be used.

4. Plan Preparation. AFMAN 10-401, V1, OPERATION PLAN AND CONCEPT PLAN DEVELOPMENT AND IMPLEMENTATION, provides guidance on OPLAN development and management. It serves as the basic guide for planning at all levels. Chapter 8 identifies format requirements. AFMAN 10-401, V2, provides examples of OPLANS. In addition, DOD 5200.1-R/AFI 31-401 provides classification guidance. DOD 5400.7, Chapter 4, provides for FOUO markings. Agencies developing OPLANS must use the format guidance outlined in AFMAN 10-401 unless their plan has specific format requirements outlined in an Air Force Instruction.

5. Organization of a Plan. OPLANS will normally be organized as follows:

5.1. OPlan Cover. The cover will show OPLAN date; issuing headquarters; overall classification; the OPLAN short title and number; and the Office Primary Responsibility (OPR). If the OPLAN contains information "FOR OFFICIAL USE ONLY", this must be annotated as well. Classified OPLANS will also include downgrading instructions. If a plan is top secret, copy number will be annotated. Soft covers will be used on all OPLANS and will **NOT** contain classified information.

5.2. Letter of Transmittal. Identifies the reason for preparing the OPLAN; all agencies or commands coordinating on the OPLAN; additional taskings required by the OPLAN; the OPR for the plan; and disposition instruction for superseded plans. This letter will be printed on organization let-

terhead. This letter does not bear a page number. The Chief, Wing Plans signs this letter, unless specifically prohibited by higher headquarter directives.

5.3. Distribution Change Letter. This is used by addressees to notify the plan OPR of changes in distribution requirements. This letter is not numbered and follows the letter of transmittal.

5.4. Security Instructions and Record of Changes. Identifies long and short titles of plans. Classification guidance, declassification instructions, special access requirements, reproduction limitations, and use of nicknames will be identified. This will be the first page (I) following the letter of transmittal.

5.5. OPlan Summary. Provides a brief outline of the mission, general situation, concept of operations, major force requirements, command arrangements, and the commander's appraisal of the logistics feasibility of the OPLAN.

5.6. Table of Contents. All annexes, appendices, and tabs actually included in the OPLAN will be identified here. Specify "Not Used, See Basic Plan" for annexes whose information is included only in the basic plan.

5.7. Basic Plan. The following five paragraphs are mandatory and will be listed even if they are not used. If they do not apply, enter "Not Applicable" after the paragraph title. For example, "5. COMMAND AND SIGNAL. Not Applicable". Compliance with these instructions ensures standardization and makes plan reference an easier task. All tasked organizations will be listed with references to the appropriate attachment.

5.7.1. SITUATION

5.7.2. MISSION

5.7.3. EXECUTION

5.7.4. ADMINISTRATION AND LOGISTICS

5.7.5. COMMAND AND SIGNAL

5.8. Applicable Attachments. Attachments (appendices, tabs, exhibits, or maps) are listed on the final page of any attachment, which has further attachments (for example, Tab 1 to Appendix A would be listed on the final page of Appendix A). The basic plan should refer to each annex that has been prepared, but information provided in the basic plan is not normally repeated in the attachments. As attachments are prepared, they must comply with OPSEC requirements.

5.9. Distribution List. Accounts for all copies of the OPLAN. If an agency listed here does not maintain a copy, identify which copy is being used (i.e. "(Using OSKE copy)"). If a Top-Secret plan is developed, copy numbers are required.

6. Administrative Guidelines. Within the OPLAN, the following guidance applies:

6.1. Subparagraphs will be identified as follows:

6.1.1. FIRST SUBDIVISION: 1, a

6.1.2. SECOND SUBDIVISION: (1), (a)

6.1.3. THIRD SUBDIVISION: <u>1</u>, <u>a</u>

6.1.4. FOURTH SUBDIVISION: <u>(1)</u>, <u>(a)</u>

6.1.5. If you wish to subdivide a paragraph, you must have at least two subdivisions (each "1" must have a "2" and each "a" must have a "b", etc.). Progressive subdivisions of a paragraph are initially indented an additional five spaces.

6.2. Page numbers are centered at the bottom of each page and indicate page order within each part of the plan. For example, page C-1-A-3 denotes page 3 of Tab A to Appendix 1 to Annex C.

6.3. The text is single-spaced.

6.4. Each separate element will identify the date of issue. All elements will maintain this date until the OPLAN is completely revised and republished. Changes will be addressed later in this guide.

6.5. The basic plan and each annex are signed or authenticated by an officer in a position of authority within the organization issuing the OPLAN. Other attachments do not require signatures unless they will be removed from the plan or issued separately. "For" signatures are acceptable.

7. Rules For Capitalization, Underlining, and Abbreviations.

7.1. Capitalization. In the text of OPLANS, location names will be capitalized SOLID CAPITALS, and where necessary for clarity, are followed by the position reference according to CJCS MOP 45, Position Reference Procedures.

7.1.1. References to specific annexes/attachments will be identified in this manner:

7.1.2. Initial Capitals.

7.1.3. Paragraph titles are capitalized and underlined: <u>SOLID CAPITALS</u>.

7.1.4. Subparagraph titles are underlined only: <u>Initial Capitals</u>.

7.2. Underlining.

7.2.1. Sub-subparagraphs and all subtitles are not underlined and are expressed as follows:

7.2.2. Initial Capitals. An exception to this rule applies where forces, commands, or agencies are identified or tasked; these will be capitalized and underlined as in this sample format: <u>SOLID CAPITALS</u>.

7.3. Abbreviations. In each separate element, the first use of a title or designation not found in the GLOSSARY will require complete spelling followed by the abbreviation, for example, Joint Chiefs of Staff (JCS). Within that element, the abbreviation will then suffice.

8. Annual Review.

8.1. OPLANS will be reviewed on an annual cycle. This cycle encompasses a review of the OPLAN, coordination of changes or revised OPLAN, publication, and distribution. The OPR and all tasked agencies will accomplish the review. This review will focus on technical content and taskings.

8.2. The 341 SW/XP will begin the cycle using "90, 60, and 30 day" letters. The 90-day letter is sent 90 days prior to the date of review to remind OPRs to begin the review process. The 60-day and 30-day letters are further reminders to keep the process on track.

8.3. When the 90-day letter is received, the OPR for the OPLAN will distribute a review letter to all tasked agencies requesting they review the OPLAN. Agencies not responding by the suspense will be contacted for inputs. Once all inputs are returned, the revision can be completed.

8.4. As you complete the review, update the record of annual review in the beginning of the OPLAN. Chances are good that annual review will reveal changes that need to be made. You may incorporate these in one of two ways: page changes or pen and ink changes.

9. OPlan Changes.

9.1. Regardless of the type of change, a change letter will accompany each change. This letter will specify the reason for the change (i.e. annual review, receipt of new guidance, etc.). Message changes must be published as a formal change within 30 days. In addition, it will specify that OPRs update the record of changes in the front of the OPLAN and post the change letter behind the document after posting actions are completed.

9.1.1. In the "MEMORANDUM FOR" section of the letter, enter "See Annex Z". OPRs will attach the existing Annex Z unless a new Annex Z is published with the change. All agencies receiving a copy of the basic OPLAN will receive a copy of all changes.

9.1.2. The change letter is normally signed by the same official ho authenticated the basic plan.

9.2. An AF Form 1565, Entry, Receipt and Destruction Certificate, will be prepared according to guidelines in AFI 31-401, for all changes to classified OPLANS containing Secret or Top Secret material.

9.3. The 341 SW/XP is required to coordinate on all changes prior to publication. This is required whether XP submitted changes or not. As with the basic OPLAN, XP coordination is for the format, not content of the change.

9.4. The preferred method for plan changes is by the **" Page Change"** method. Page changes keep the document clean and reduce the chance of posting errors. To indicate new or changed material, a vertical line is added in the left margin. When a page change is made, the change number and date of the change must be annotated as follows: **(Change X, 1 January 1998).** Change pages will retain the date of the original document until a new OPLAN is published.

9.5. Pen and Ink Changes : These may be accomplished for minor corrections (spelling, office symbols, etc.). These should be kept to a minimum.

10. Classification Guidelines.

10.1. Classified OPLANS will be developed, controlled, and marked as outlined in AFMAN 10-401, 8.5.1, DOD 5200.1-R, and AFI 31-401. Each plan must be assigned an overall security classification that is determined by its content and in accordance with the security classification guidance contained in any plan it supports.

10.2. The long title of a classified operation plan is classified when it associates the PID with a planned operation, country, or other geographical area. The long title of a plan is not used in the attachments to the basic plan.

10.3. Classification Markings on Plan Elements.

10.3.1. The front and rear covers and the letter of transmittal must be marked with the overall classification of the plan. If the OPLAN contains information "FOR OFFICIAL USE ONLY", this must be annotated as well. If applicable, the final paragraph of the letter of transmittal must state the classification of the letter of transmittal standing alone (or that it is Unclassified).

10.3.2. Each page must be marked top and bottom with the highest classification of the page (or the highest classification of the entire plan may be placed top and bottom of each page for administrative simplification). In a plan containing classified items, unclassified items must also be marked. Each paragraph, table, figure, etc., must be marked with its classification using a parenthetical symbol (for example "(S)" for Secret). Remember to add Warning Notices such as "RESTRICTED DATA", to the basic classification, (for example, a paragraph containing Secret, Formerly Restricted Data information, would be marked (S/FRD).

10.4. If an OPLAN contains classified information from more than one source, it requires a letter of derivative classification identifying all classified sources used in creation. The letter of derivative classification will be filed with the master copy of the OPLAN.

10.5. Republished OPLANS will include disposition instructions for superseded plans.

11. Coordination Guidelines.

11.1. Once an OPLAN is developed, it is ready for coordination. Coordination provides an in-depth assessment of your product. It also protects you in the event an organization questions the accuracy of the OPLAN after coordination and implementation.

11.2. As a rule, all tasked agencies will coordinate. In addition, 341 SW/XP will coordinate on **ALL** OPLANS (for format), whether tasked or not.

11.3. If you are required to have higher headquarters coordination prior to implementation, ensure this is accomplished and documented on your staff summary sheet.

11.4. A staff summary sheet will be used to record coordination. All tasked agencies will have a separate block for their coordination. Additionally, the wing, and group commanders of tasked agencies will also coordinate on the OPLAN. For example, the 341 OSS is tasked in your OPLAN. The 341 OG/CC coordination block should follow immediately behind the 341 OSS/CC block. If your OPLAN requires the coordination of many agencies, you may elect to "Shotgun" the staff summary sheets. Basically, this means that each separate group will have it's own staff summary sheets. This will greatly reduce the amount of time your OPLAN is in coordination. The paragraphs above also apply to changes.

11.5. Once coordination is complete, file the staff summary sheets with the master copy of the OPLAN. These should be maintained for the life of the OPLAN.

11.6. Staff summary sheets used for coordination of classified OPLANS will be stamped top and bottom with the same classification as the applicable OPLAN. The staff summary sheet, however, should not contain any classified information and will include a paragraph identifying its classification when removed from the OPLAN.

THOMAS F. DEPPE, Colonel, USAF
Commander

ATTACHMENT 1

TASKING INSTRUCTIONS

A1.1. ALL REFERENCES ARE LOCATED IN AFMAN 10-401, Vol. I, & II, UNLESS OTHERWISE INDICATED. IF A TASKING INSTRUCTION IDENTIFIES SPECIFIC REQUIREMENTS, REFERENCE THE APPROPRIATE DIRECTIVES.

Table A1.1. Format

		Yes	No	N/A
1	Does the OPLAN have the required justification?			
2	Has XP provided the OPLAN number (for OPLANS not specifically tasked by regulatory requirements?			
3	Does the OPLAN format comply with AFMAN 10-401 requirements?			

Table A1.2. OPlan Cover

		Yes	No	N/A
1	Is the OPLAN number present?			
2	Is the unclassified title present?			
3	Is the OPLAN date present?			
4	Is the classification present?			
5	Are warning notices and caveats present? (Classified only)			
6	Is the issuing headquarters identified?			
7	Are "Classified by" and "Declassify on" present? (Classified only)			
8	Is the cover "soft"?			

Table A1.3. Letter Of Transmittal

		Yes	No	N/A
1	Is the reason for preparation identified?			
2	Are all agencies coordinating on the OPLAN identified?			
3	Are supporting plans identified if they are required by tasked agencies?			
4	Is the OPR identified? (Name and Office)			
5	Are disposition instructions provided for superseded OPLANS?			
6	Is official letterhead used?			

Table A1.4. Security Instructions/Record of Changes

		Yes	No	N/A
1	Are the long and short titles of the OPLAN identified?			
2	Is the first page (I) following letter of transmittal?			
3	Is the classification guidance provided for supporting plan development?			
4	Is the overall OPLAN classification identified?			
5	Are reproduction limitations identified?			
6	Are instructions for use of code words, nicknames, and exercise terms provided?			
7	Are annual review requirements identified?			

Table A1.5. Plan Summary

		Yes	No	N/A
1	Is the purpose of the OPLAN identified?			
2	Are the following paragraphs discussed: a. Mission b. General Situation c. Concept of Operations d. Major Force Requirements e. Commander's Logistics Appraisal			

Table A1.6. Table of Contents

		Yes	No	N/A
1	Do the page numbers listed correspond throughout the OPLAN?			
2	Do the titles listed correspond throughout the OPLAN?			
3	Are only those attachments actually used listed?			
4	If additional attachments are used, are the following criteria met: a. They are identified with the letters P, R, through W, or Y. b. The letters "I" and "O" are not used			

Table A1.7. Basic Plan

		Yes	No	N/A
1	Are the following paragraphs included: Situation Mission Execution Administration and Logistics Command and Signal			

Table A1.8. Distribution Listing

		Yes	No	N/A
1	Is the distribution held to absolute minimum consistent with the OPLAN content?			
2	Are functional address symbols used for Air Force addressees?			
3	Are all tasked agencies provided a copy?			
4	If OPLAN is Top Secret, are copy numbers identified?			

Table A1.9. Annex

		Yes	No	N/A
1	Do annexes meet the requirements of AFMAN 10-401?			
2	Are all pages numbered properly and do they correspond to pages listed in the table of contents?			
3	Are appendices listed on the last page of applicable annexes?			
4	Are the headquarters, base, and date identified in the top right-hand corner of the first page of each annex?			
5	Are annexes listed on the table of contents?			

Table A1.10. Appendix

		Yes	No	N/A
1	Do appendices meet the requirements of AFMAN 10-401?			
2	Do appendices follow the applicable annex?			
3	Are the headquarters, base, and date identified in the top right-hand corner of the first page of each appendix?			
4	Are the pages numbered properly?			
5	Are applicable tabs listed on the last page of appendices?			
6	Are the appendices listed on the table of contents?			

Table A1.11. Tab

		Yes	No	N/A
1	Do the tabs follow the appropriate appendix?			
2	Are the headquarters, base, and date identified in the top right-hand corner of the first page of each tab?			
3	Are the pages numbered properly?			
4	Are the applicable exhibits listed on the last page of tabs?			
5	Are the tabs listed on the table of contents?			

Table A1.12. Exhibits

		Yes	No	N/A
1	Do exhibits follow the appropriate tabs?			
2	Are the headquarters, base, and date identified in the top right-hand corner of the first page of each tab?			
3	Are the pages numbered properly?			

Table A1.13. Administrative Guidelines

		Yes	No	N/A
1	Do all subdivided paragraphs have at least two subdivisions?			
2	Do subdivisions follow these guidelines: FIRST SUBDIVISION: 1, a SECOND SUBDIVISION: (1), (a) THIRD SUBDIVISION: <u>1</u>, <u>a</u> FOURTH SUBDIVISION: <u>(1)</u>, <u>(a)</u>			
3	Are each progressive subdivision indented and additional five (5) spaces from preceding subdivision?			
4	Are all page numbers centered at the bottom of the page?			

		Yes	No	N/A
5	Is the OPLAN text single-spaced?			
6	Does each separate element (Annex, Appendix, etc.) bear the following: Issuing headquarters. Base address (i.e. Malmstrom Air Force Base, Montana 59402-7538) Basic date.			
7	Is the basic plan signed/authenticated by an officer in a position of authority within the organization?			
8	Is coordination of the OPLAN documented on a staff summary sheet, which is maintained? *NOTE:* Attachments other than Annexes **DO NOT** require signatures unless they will be distributed separately from the basic plan.			
9	Are annexes signed/authenticated as outlined in Step 7?			

Table A1.14. Changes

		Yes	No	N/A
1	Are pen and ink changes kept to a minimum?			
2	Is a vertical black line placed in the left margin to identify changed information?			
3	Is the change number consecutive to previous changes?			
4	Does the change include a letter of transmittal?			
5	Does the letter of transmittal include instructions for updating the record of changes?			
6	Does the letter of transmittal include instructions for posting the change letter behind the affected OPLAN?			
7	Are AF Forms 1565 included for all classified changes?			
8	Do all change pages include the change number and date of the change beneath the affected page number?			
9	Do all change pages retain the OPLAN basic date?			
10	Does the same official sign changes that authenticated the basic plan?			
11	Has XP coordinated on changes prior to publication?			

Table A1.15. Letter Of Derivative Classification

		Yes	No	N/A
1	Do all OPLANS with multiple classification sources have a letter of derivative classification prepared?			
2	Is letter of derivative classification filed with master copy of the OPLAN?			
3	Does letter of derivative classification conform to AFI 31-401 guidance?			

Table A1.16. Coordination

		Yes	No	N/A
1	Is coordination of OPLANS accomplished prior to publication?			
2	Have 341 SW/XP coordinated on OPLANS prior to publication?			
3	Have all tasked agencies coordinated on OPLAN?			
4	Is a record of coordination maintained on a Staff Summary Sheet or by appropriate individuals signing individual annexes?			

Table A1.17. Classification Guidelines

		Yes	No	N/A
1	Are classified OPLANS prepared and marked as outlined in AFMAN 10-401 and DoD 5200.1-R/AFI 31-401?			
2	Is classification of charts, diagrams, tables, and maps indicated immediately following the title?			
3	Are front and rear covers marked with overall classification?			
4	Is letter of transmittal marked with overall classification?			
5	If OPLAN is classified, does the last paragraph of letter of transmittal identify the classification of letter of transmittal when standing alone?			
6	Are plan elements classified separately according to the highest classification of their contents?			
7	Are interior pages of classified OPLAN elements marked according to content?			
8	Are warning notices (as required) placed on the following: Front and back covers. Letter of transmittal. On the first page of plan elements containing information requiring the warning notice. On interior pages actually containing the material *NOTE:* For material containing restricted data (RD) or formerly restricted data (FRD), only the primary classification is required to be entered on the interior pages containing the information.			
9	Are parenthetical markings used to identify the classification of individual paragraphs with in the OPLAN?			
10	Are parenthetical markings used to indicate those paragraphs containing information requiring caveats (NOFORN, RD, WNINTEL, etc.)?			
11	Does letter of transmittal include a "Classified By" and "Declassify On" line? (Declassify On is not required for OPLANS containing RD or FRD material).			

Table A1.18. Reproduction

		Yes	No	N/A
1	Has the DAPS Malmstrom Duplicating/Reproduction Request been pre-pared prior to reproduction?			
2	Are copies of OPLANS distributed as outlined in Annex Z?			
3	Are receipts signed for classified OPLAN distribution?			
4	Are the following items filed with the master copy: Staff summary sheets used during coordination Letter of derivative classification			